Deliver Phase Overview

This overview lists the Deliver phase inputs and outcomes necessary to develop training that is relevant, interactive, engaging, polished, and supported. Refer to the overall process checklist for additional context.

Inputs
What are the necessary inputs to complete this phase?
- ❑ Course materials
- ❑ Evaluation tools and methods
- ❑ Completed testing
- ❑ Training of Trainers (TOT) materials
- ❑ Prepared training logistics, such as shipped materials

Description/Explanation
What are the components of the Deliver phase?
- This phase begins with the TOT, which prepares trainers to conduct the training sessions. The TOT incorporates course content and presentation/facilitation techniques.
- Logistics representatives support training needs. These include confirming course arrangements, providing continued course registration, and logistics coordination in the classroom during training sessions.
- With materials created in the Build phase, trainers present the program to its intended audience. At the end of each session, trainers distribute course evaluations for participants to complete. These evaluations are collected and sent to the appropriate FSAU contact.
- The project management implements the training maintenance plan.

Outcomes
What are the outcomes of this phase?
- ❑ Train the Trainer (TOT) session conducted
- ❑ Logistics support provided for training course(s) and registration
- ❑ Training programs conducted
- ❑ Course evaluations completed and submitted to appropriate FSAU contact
- ❑ Training maintenance plan implemented